

U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau, Denver Regional Census Center
<http://www.census.gov/roden/www/2010emply.html>
Recruiting Bulletin

ISSUE DATE: 10-23-2009 External Recruiting Bulletin No. 3146-AA-09-137-11(E)
CLOSING DATE: 11-05-2009

ADMINISTRATIVE ASSISTANT (AA)

Salary (per hour): \$10.50

EXCEPTED SERVICE APPOINTMENT: This is a temporary appointment not to exceed 9-25-2010.

AREA OF CONSIDERATION: All U.S. Citizens residing within a 50-mile commuting area of Ogden, Utah.

NUMBER OF VACANCIES: One

DUTY LOCATION: Local Census Office in Ogden, Utah

Payment of relocation expenses IS NOT authorized.

QUALIFICATIONS: All applicants **MUST** take and pass a written test. Application must reflect demonstrated experience related to the specified duties listed below.

HOW TO APPLY:

1. Call Glenn Biddulph at the Local Census Office at 801-917-3730 to schedule a test (D-267). Applicants must be scheduled prior to the closing date of the recruiting bulletin.
 2. Submit an OF-612 (Optional Application for Federal Employment) or resume', at time of testing. (See Appendix for required information)
 3. At time of testing you will complete the following forms (OF-306 (Declaration for Federal Employment), BC-170-D (Census Employment Inquiry), and Form I-9 (Employment Eligibility Verification). OF-306 may be downloaded from Census website above.
 4. Bring two forms of identification for proof of US Citizenship to the testing site. Office staff will give instructions as to the appropriate types of identification when scheduling the test.
 5. Bring DD-214 (Record of Discharge from Military Service) if claiming veterans preference and in addition, SF-15 (if claiming 10 point preference). SF-15 can be downloaded from www.opm.gov/forms.
- **Applications must be received by the closing date or at the test date, whichever is later.** Applications received after these dates will not be considered. Applications will not be accepted by e-mail or fax.

DUTIES: The Administrative Assistant is responsible for supporting the Local Census Office Manager (LCOM) and a team of Assistant Managers.

- Maintains the LCOM's calendar and schedules appointments and meetings.
- Receives and reviews incoming correspondence and other materials.
- Reviews outgoing correspondence and materials for procedural and grammatical accuracy and conformance with policy.
- Controls documents requiring action by a specific date and
- Follows up to ensure that such deadlines are met.
- Keeps a running account of pertinent office events during the LCOM's absence and carries out delegated duties such as insuring the assembly of specific reports by deadline dates.
- Makes necessary travel arrangements for managers.
- Prepares travel vouchers, computing per diem and mileage reimbursements.
- Forwards all the necessary documentation to the Regional Census Center.
- Provides general administrative and clerical support for management team.

Questions? **Call** Pat Wicks at 801-917-3732

Appendix

(REQUIRED INFORMATION ON OF-612 OR RESUMÉ)

The following information must be reflected in your application/resume'. It is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- An e-mail address is optional.
- Social Security number
- Country of citizenship (this Federal job requires U.S. citizenship).
- Highest Federal civilian grade held (if applicable)

- Veteran's Preference – Applicants claiming 10-point veteran's preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference

- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received.

- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

- Job-related: training courses (title and year), skills (e.g. other languages, typing speed, computer software/hardware, tools, etc.) certificates/licenses (current), and honors, awards, and special accomplishments (e.g. publications, memberships in professional societies, etc.).

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate workloads.

- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.

- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be terminated after you begin work; or you may be fined and jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.

- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

THE U.S. DEPARTMENT OF COMMERCE IS AN

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR